

Department of the Army
United States Army Intelligence Center
and Fort Huachuca
Fort Huachuca, Arizona 85613-6000

***FH Regulation 25-51**

5 November 2000

Information Management: Records Management

DISTRIBUTION FORMULAS AND ELECTRONIC DISTRIBUTION LISTS

Summary. This regulation covers the preparation and use of the distribution formulas, electronic distribution lists, and master distribution list.

Applicability. This regulation applies to all elements of the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) and all partner organizations of Fort Huachuca.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the proponent.

Suggested improvements. The proponent of this regulation is the Directorate of Information Management (DOIM), USAIC&FH. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Intelligence Center and Fort Huachuca, ATTN: ATZS-IMO-I, Fort Huachuca, AZ 85613-6000.

Availability. This publication is available solely on the Fort Huachuca homepage at <http://huachuca-www.army.mil>.

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***This regulation supersedes FH Regulation 25-51, 1 April 1997; and C1, 14 July 1997.**

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1. Purpose.

This regulation establishes responsibilities, policy, and procedures for the USAIC&FH distribution formula, electronic distribution lists and master distribution list.

2. References.

a. Related publications.

- (1) AR 25-1, The Army Information Resources Management Program.
- (2) AR 25-30, The Army Integrated Publishing and Printing Program.
- (3) AR 310-50, Authorized Abbreviations, Brevity Codes, and Acronyms.
- (4) POLICY – U.S. Army Intelligence Center and Fort Huachuca Unclassified Electronic Mail
(E-Mail) System, 1 October 2000.

b. Referenced forms.

- (1) Department of the Army (DA) Form 17 (Requisition for Publications and Blank Forms).
- (2) DA Form 2028 (Recommended Changes to Publications and Blank Forms).
- (3) DA Label 87 (For Official Use Only).
- (4) Optional Form (OF) 65-B (U.S. Government Messenger Envelope).

3. Explanation of abbreviations.

Abbreviations used in this regulation are explained in the glossary.

4. Responsibilities.

a. The Directorate of Information Management (DOIM), United States Army Intelligence Center and Fort Huachuca is responsible for distribution formulas and electronic distribution. The Information Support Services Branch will--

(1) Develop distribution formulas to ensure fast and cost-effective distribution of information.

(2) Publish changes to appendixes A and B, as required based on information received from USAIC&FH staff offices and partner organizations.

(3) Monitor use of distribution formulas and address lists.

(4) Distribute correspondence and publications based on the guidance in this regulation through the Official Mail and Distribution Center (OMDC).

b. USAIC&FH directorates, staff elements, and partner organizations will—

(1) Submit changes to the DOIM Information Support Services Branch, ATTN: ATZS-IMO-I.

(2) Attach a cover sheet when required and place material in OF 65-B, US Government Messenger Envelope.

(3) Prepare material addressed to off post activities for mailing (see paragraph 6e).

5. Policy for distribution formulas.

a. In view of ever-escalating supply costs to reproduce material, the goal is to keep the number of copies distributed to the absolute minimum while still providing sufficient copies to ensure no mission disruption. Appendix A identifies the number of copies of routine correspondence to be received by each organization.

b. The numbers in the distribution formulas are based on population, structure, and official requirements of organizations. Written requests to adjust the number of copies identified in any formula should be addressed to the Information Support Services Branch, ATTN: ATZS-IMO-I.

c. Distribution formulas will be updated on a quarterly basis, as needed. Organization changes occurring during the quarter will not be reflected on correspondence until announced in the update. The master distribution list remains in effect until updated.

6. Correspondence distribution.

a. Alphabetic codes will not be used to distribute correspondence. Routine correspondence does not have a suspense date or require an action and is not directive in nature. Nonroutine correspondence can require an action, has a suspense date, and is directive in nature. Address routine and nonroutine correspondence as follows: **MEMORANDUM FOR**

- (1) All Civilian Personnel.
- (2) All Military Personnel.
- (3) All Personnel.
- (4) U.S. Army Intelligence Center and Fort Huachuca Directors/Staff Office Chiefs.
- (5) Partner Commanders.
- (6) All Supervisors.

b. More than one category can be included in the same correspondence; for example, **MEMORANDUM FOR USAIC&FH Directors/Staff Office Chiefs and Partner Organizations.**

c. Addressees must be specifically identified in correspondence, which contains a suspense requires an action, or is directive in nature (non-routine correspondence) by listing the full name of the organization. When using “SEE DISTRIBUTION,” use the acronyms listed in the glossary for USAIC&FH directorates and staff offices.

d. Use the master listing at appendix B to prepare nonroutine correspondence. This is an all-inclusive list that can be used to develop distribution for specific correspondence.

e. Correspondence mailed off post must be placed in a sealed, addressed envelope prior to sending it to the OMDC. Your return address must include your mail account number.

f. Distribution formulas are designed to expedite processing and delivery by the OMDC. Failure to use this guidance delays delivery. The Official Mail and Distribution Center will return documents with improper distribution to the originating office for preparation of OF65-B for each intended addressee.

7. Publication distribution.

All publications and policy memorandums are distributed electronically. The USAIC&FH publications are available at <http://huachuca-www.army.mil> and the TRADOC publications are at <http://www.tradoc.army.mil>.

8. Policy for Microsoft Exchange electronic distribution lists.

- (5) a. In accordance with (IAW) USAIC&FH policy memorandum, 1 October 2000,

subject, U.S. Army Intelligence Center and Fort Huachuca Unclassified Electronic Mail (E-Mail) System, should not be used in any way that violate federal or state law or regulation, DoD, or regulations, instructions, or directives.

b. Electronic distribution lists--

(1) Expedite delivery of information.

(2) Ensure fast and more cost-effective distribution for routine correspondence and nonroutine correspondence.

(3) Give the owner immediate access to add and delete E-mail addressees.

c. Due to abuse and spamming of the Exchange servers, access to these lists must be controlled and restricted.

d. Current, Approved Lists. The current approved electronic distribution lists may be viewed by opening the Exchange Address Book on the Global Address Lists. The distribution lists are shown first in bold font style. The owner and members may view by double clicking on the lists. The owner's name will appear on the left side.

e. Access and Control. The following restrictions have been placed on access and use of the current approved distribution lists:

(1) The ALL_DIR distribution list will be limited to use by USAIC&FH Directors, Commanders or designated organizational heads. Approval or exceptions will be made by the Director of the DOIM, or Garrison Commander.

(2) The ALL_PARTNERS DIRECTORS distribution list will be limited to use by Partners, USAIC&FH Directors, Commanders or organizational heads. Approval of exceptions will be made by Director of DOIM or Garrison Commander.

(3) ALL_GARRISON DIRECTORS, ALL_SCHOOL DIRECTORS and MASTER DISTRO lists will remain open to all users. Individual users of these lists are cautioned to ensure that they do so responsibly and IAW reference paragraph 8b. Use of these distribution lists will be closely monitored. Abuse--such as use of other than official business may result in the implementation of restrictions to these lists or adverse actions being taken against the individual if the use was in violation of the policy in paragraph 8a above.

(5) IMO/FSPO distribution list will be limited to use by Information Management Officers, and Functional System Proponent Officers. Approval of exceptions will be under the strict control of the DOIM, Operations Division.

f. Request for Exception.

(1) All requests for exception to the restrictions on access and use noted above will be submitted to the owner of the list (see paragraph 3d above), using Fort Huachuca

Form 25-24-R-E. Review and approval of the requesting organization's Commander/Director prior to submission to the list owner is also required.

(2) Requests for exception will be reviewed and approved/disapproved within one working day of receipt. The requestor will be notified via E-mail of approval exceptions and the E-mail message distributed by the list owner. Disapproval requests will be returned, with written rationale.

g. Request for New Lists or Change of Existing Lists.

(1) To request the establishment of a new distribution list, send an E-mail note to the DOIM, Information Support Services Branch, burgosd@huachuca.army.mil for review and approval. The request will include a justification as to why an electronic distribution list is needed. The requestor will provide their name, phone number, organization, and E-mail address.

(2) To request a change to an existing list (including the additions or deletions), send an E-mail to the list owner (see paragraph 8d above).

h. Every quarter a message will be sent out to each owner to verify that the distribution lists are accurate and being properly utilized. This will eliminate distribution lists that are no longer needed.

Appendix A**USAIC&FH Distribution Formulas Distribution****Key**Publications:

E-USAIC&FH Publications and Policy Memos

Directorates/Staff Offices (0 Electronic)

Routine Correspondence

(1) All Civilian Personnel (2051 Copies)

(2) All Military Personnel (3479 Copies)

(3) All Personnel (5922 Copies)

(4) USAIC&FH Directors/Staff Office Chiefs (459 Copies)

(5) Partners Commander (56 Copies)

(6) All Supervisors (433 Copies)

ROUTINE CORRESPONDENCE							
	E	1	2	3	4	5	6
ORGANIZATION							
ATZS-AS	0	2	8	1	1	0	1
ATZS-CG	0	4	6	10	3	0	3
ATZS-CDR	0	2	2	2	1	1	2
ATZS-AG	0	20	80	100	1	0	16
ATZS-CH	0	3	3	6	1	0	1
ATZS-CL	0	2	35	35	7	0	2
ATZS-CP	0	15	0	15	1	1	1
ATZS-DK	0	60	0	60	1	0	7
ATZS-EO	0	7	0	7	1	0	2
ATZS-FD	0	7	0	7	1	0	2
ATZS-GB	0	4	6	13	1	0	1
ATZS-HB	0	2	2	4	1	0	1
ATZS-IG	0	1	8	9	1	0	2
ATZS-IM	0	65	16	81	1	0	12
ATZS-IR	0	65	16	81	1	0	12
ATZS-IS	0	139	100	249	1	0	14
ATZS-JA	0	10	25	35	2	0	7
ATZS-JS	0	10	27	37	1	0	7
ATZS-ME	0	1	1	2	1	0	1
ATZS-MW	0	2	10	12	1	0	10
ATZS-PA	0	0	2	2	1	0	1
ATZS-PR	0	6	7	13	1	0	3
ATZS-PS	0	3	3	6	1	0	1
ATZS-RA	0	84	93	177	1	0	12
ATZS-RE	0	2	5	7	1	0	1
ATZS-RG	0	1	1	2	1	0	1
ATZS-RM	0	11	7	18	1	0	3
ATZS-RT	0	40	0	40	1	0	5
ATZS-TP	0	1	1	2	1	0	1
ATZS-UA	0	93	524	617	1	0	8
Defense Liaison Office	0	0	1	1	0	1	0
ATZS-LA	0	0	1	1	0	1	0
ATZS-LC	0	0	1	1	0	1	0
ATZS-LF	0	0	1	1	0	1	0
ATZS-LG	0	0	1	1	0	1	0
ATZS-LK	0	0	1	1	0	1	0
ATZS-LN	0	0	1	1	0	1	0

OTHER FORT HUACHUCA PARTNERS							
ROUTINE CORRESPONDENCE							
	E	1	2	3	4	5	6
USASC	0	418	153	571	0	1	52
USAISEC	0	144	73	217	0	1	33
11TH SIG BDE	0	4	1710	1714	0	1	30
504th	0	4	10	400	410	0	25
902D MI GP	0	1	0	1	0	1	1
AMC LAO	0	3	0	3	0	1	1
CCSLA	0	181	23	204	0	1	22
CSTE-DTC-WS-EP-MR	0	120	70	400	0	1	12
AMSEL-SE-SY-AI-TF	0	9	1	10	0	1	1
AMSEL-RD-IW-SPO	0	22	22	44	0	1	5
CECOM-LAT-SW	0	10	0	10	0	1	1
DENTAC	0	32	27	59	0	1	5
DFAS-IN/EM-MP	0	100	20	120	0	1	20
MEDDAC	0	1	2	3	0	1	2
CSTE-OTC-IE	0	36	63	99	0	1	4
ITRADS	0	10	0	10	1	1	1
JITC	0	129	73	202	0	1	36
AMSAM-SE-SY-AI-TF	0	12	0	12	1	1	3
USAAA	0	10	0	10	0	1	1
ARL	0	1	1	1	0	1	0
LA DIST CE	0	1	1	1	0	1	1
CID	0	1	7	8	0	1	0
5TH BN (MI), 104 TH DIV	0	1	1	1	2	1	1
DECA	0	67	1	68	0	1	8
MARDET	0	0	5	5	0	1	1
AFC	0	3	0	0	0	1	1
ARNG, TNG SITE	0	1	1	2	0	1	1
OL-FH AF HUMINT	0	1	1	2	0	1	1
DRMO	0	1	1	2	0	1	1
INS RDFO	0	1	1	2	0	1	1
AMSA #18	0	1	1	2	0	1	1
DIS	0	1	1	2	0	1	1
DAPS	0	1	0	1	0	1	1
DIA/DHT-4	0	1	0	1	1	1	1
AFFES	0	1	1	2	0	1	1
GSA FMC	0	1	1	2	0	1	1
USAF AEROSTAT SITE	0	1	1	2	0	1	1
NAVTECHTRA	0	1	1	2	0	1	1
CENDET							
OL-C, 3 WS	0	1	1	2	0	1	0
JTUAV	0	1	1	2	0	1	0
314th TRS	0	1	1	2	0	1	1
WCPOC, SFCP-W *	0	1	1	2	1	1	1
TOTAL	0	2051	3479	5922	459	56	433

Appendix B

Example of Electronic Distribution Request

ELECTRONIC DISTRIBUTION REQUEST	
FH Reg 25-51	
In accordance with established responsibilities, policies, and procedures for the U.S. Army Intelligence Center and Fort Huachuca, Garrison, and Partner Activities. This form is used for Electronic Distribution List (D List).	
REQUESTOR INFORMATION	
1. Name:	2. Office Symbol:
3. Organization:	
4. Justify which electronic distribution lists needs to be utilized:	
5. Justify Reason for Request:	
6. Director/Commander Signatures:	
FORWARD TO OWNER FOR SIGNATURE	
7. Owner's approval signature:	
8. Owner's disapproval signature:	
9. Reason for disapproval:	

FH FORM 25-24-R-E
1 MAR 00

Appendix C

Master distribution list

For use on routine and nonroutine correspondence. You will need 84 copies for distribution.

DISTRIBUTION:

Commander,
USASC
USAISEC
11th Sig Bde
USAWSMR-EPG
MEDDAC
DENTAC
MARDET
NAVTECHTRACENDET
504th Signal Bn

314th TRS
ARNG, Tng Site
JITC
902d MI Gp
5th Bn (MI), 104th DIV (IT)
ITRADS
JTUAV

Director,
DECA
AMSA#18
IEWTD
DAPS
DFAS
CECOM SEC
DIA/DHM-3B
OL-C, 3 WS
INS RDFO
AMSEL-RD-IW-SPO
CECOM LAT-SW
AAFES
WCPOC
OTC

ARL
GSA FMC
USAF, Aerostat Site
AFC
AMC LAO
USATMDE
DRMO
LA Dist CE
CID
USAAA
DSS
CCSLA

USAF Liaison Office
Canadian Liaison Office
French Liaison Office
German Liaison Office
Korean Liaison Office
NSA Liaison Office

U.S. ARMY INTELLIGENCE CENTER AND FORT HUACHUCA,

CG CDR

AG	EO	IG	JS	RE
AS	ES	IM	ME	RG
BD	FD	IO	PA	RM
CH	GB	IR	PR	RT
CP	HB	IS	PS	TP
DK	MW	JA	RA	UA

Glossary
Abbreviations

AAFES
Army and Air Force Exchange Service

AFC
Area Frequency Coordinator

AMC LAO
U.S. Army Materiel Command Logistics Assistance Office

AMSA#18
Area Maintenance Support Activity #18 Shop

AMSEL-RD-IW-SPO
U.S. Army Communications-Electronics Command Intelligence Electronic Warfare Technology Assessment Center

AR
Army Regulation

ARL
Army Research Laboratory

ARNG, Tng Site
Arizona Army National Guard Fort Huachuca Training Site

ATZS-AG
Adjutant General Directorate

ATZS-AS
TRADOC System Manager – All Source Analysis System (ASAS)

ATZS-CDR
Garrison Commander

ATZS-CG
Commanding General

ATZS-CH
Chaplain Activities Office

ATZS-CL
Directorate of Continuous Learning

ATZS-CP

Civilian Personnel Advisory Center

ATZS-DK

Directorate of Contracting

ATZS-EO

Equal Employment Opportunity Office

ATZS-FD

Futures

ATZS-GB

TRADOC System Manager – Ground Based Common Sensor (GBCS)

ATZS-HB

306th Military Intelligence Battalion

ATZS-IG

Inspector General

ATZS-IM

Directorate of Information Management

ATZS-IR

Internal Review and Audit Compliance

ATZS-IS

Directorate of Installation Support

ATZS-IT

Institutional Training

ATZS-JA

Office of the Staff Judge Advocate

ATZS-JS

TRADOC System Manager – Joint Surveillance Target Attack Radar

ATZS-ME

Military Equal Opportunity Office

ATZS-MW

Directorate of Morale, Welfare, and Recreation

ATZS-PA

Public Affairs Office

ATZS-PR

Protocol Office

ATZS-PS

Directorate of Public Safety

ATZS-RA

Reserve Advisor

ATZS-RE

Installation Retention Office

ATZS-RG

Office of the Registrar

ATZS-RM

Directorate of Resource Management

ATZS-RT

Reserve Component Career Counselor

ATZS-TP

111th Military Intelligence (MI) Brigade

ATZS-UA

TRADOC System Manager – Unmanned Aerial Vehicle (UAV)

CCSLA

U.S. Army Materiel Command Communications Security Logistics Activity

CECOM LAT-SW

U.S. Army Communications-Electronics Command Logistics Assistance Team - Southwest

AMSEL-SE-SY-AI-TF

U.S. Army Communications-Electronics Command Software Engineering Center

CID

U.S. Army Criminal Investigation Command

DA

Department of the Army

DAPS

Document Automation & Production Service

DECA

FH Reg 25-51

Defense Commissary Agency

DENTAC

U.S. Army Dental Activity

DFAS

Defense Finance & Accounting Service

DIA/DHT-4

Defense Intelligence Agency/Office of Humint Training Defense Strategic Debriefing Course

DOIM

Directorate of Installation Management

DRMO

Defense Reutilization and Marketing Office

DSS

Defense Security Service

GSA FMC

GSA Fleet Management Center

CSTE-OTC-IE

Intelligence Electronic Warfare Test Directorate

IAW

In Accordance With

IMO/FSPO

Information Management Officer/Functional System Proponent Officers

INS RDFO

Immigration and Naturalization Service Research and Development Field Office

ITRADS

INSCOM Training and Doctrine Support Detachment

JITC

Joint Interoperability Test Command

JTUAV

Joint Tactical Unmanned Aerial Vehicle

LA Dist CE

Los Angeles District Corps of Engineers

MARDET

Marine Corps Detachment

MEDDAC

U.S. Army Medical Department Activity

NAVTECHTRACENDET

Naval Technical Training Center Detachment

OF

Optional Form

OL-C, 3 WS

3d Weather Squadron OL-C, US Air Force

OMDC

Official Mail and Distribution Center

TRADOC

U.S. Army Training and Doctrine Command

USAAA

U.S. Army Audit Agency

USAF, Aerostat Site

U.S. Air Force, Aerostat Site

AMSAM-TMD-GC-HU

U.S. Army TMDE Support Center-Fort Huachuca

USASC

U.S. Army Signal Command

USAIC&FH

U.S. Army Intelligence Center and Fort Huachuca

USAISEC

U.S. Army Information Systems Engineering Command

CSTE-DTC-WS-EP-MR

U.S. Army White Sands Missile Range – Electronic Proving Ground

WCPOC

West Civilian Personnel Operations Center

5th BN (MI), 104th DIV (IT)

FH Reg 25-51

5th Battalion (MI), 104th Regt, 3rd Bde (CST), 104th Division Institutional Training

11th SIG BDE

11TH Signal Brigade

314th TECH TRNG SQDN

314th Training Squadron, US Air Force

902D MI GP

U.S. Army Intelligence and Security Command, Fort Huachuca Military Intelligence Detachment

(ATZS-IMO-I)



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CALVERT T. SINGER
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Director of Information Management

DISTRIBUTION:
E